



DEPARTMENT OF THE ARMY  
HEADQUARTERS, FORT DETRICK  
810 SCHREIDER STREET  
FORT DETRICK, MD 21702-5000

REPLY TO  
ATTENTION OF:

MCHD-CSP-A

24 JUL 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Healthy Workplace Program (HWP)

1. The Fort Detrick HWP is a wellness initiative which affords the workforce an array of health promotion activities. Encouraging "total fitness" of mental and physical health improves productivity and enhances the work environment.
2. As an introduction to incorporating healthy alternatives, the HWP, in accordance with Army Regulation 600-63, paragraph 2-3b, Army Health Promotion, dated 28 April 1996, allows commanders to approve up to three hours administrative leave per week to allow employees to participate in command sponsored physical exercise training. This fitness program is time-limited, that is, six to eight weeks in duration. While formal physical fitness programs may be repeated from time-to-time, employees may not be given administrative leave for physical exercise training once they have completed this program. This grant is limited to one time only. It does not apply to other types of training or professional development. When administrative leave is authorized, the periods of exercise will be documented as "LN" (or equivalent administrative leave code) time on the employee's ATAAPS record, or equivalent time card system.
3. Once a civilian employee has been granted approval for enrollment in the one-time excused absence (administrative leave) authorized program, any future exercise must be on the employee's personal time. Where possible, and consistent with workload and mission requirements, employees are encouraged to request, and commanders to support, work schedule adjustments to allow continued participation in HWP programs on non-duty or personal time.
4. A healthy workplace environment increases morale and productivity. Whatever we can do to promote the well-being of our civilian employees has my full support.
5. For additional information on the Healthy Workplace Program, contact Daniel L. Hocker at 301-619-2120 or via email at [Daniel.Hocker@amedd.army.mil](mailto:Daniel.Hocker@amedd.army.mil).

ERIC B. SCHOOMAKER  
MG, MC  
Commanding General

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